POSITION TITLE: APPLICATION TECHNICIAN

Employment Type (FT, PT, Contract): Full-time
Rate of Pay: $34.79 - $38.11
Job Location: City Hall, 100 Queen St. West
Hours of Work: 35
Start Date: Application Deadline: September 9, 2020

COMPANY NAME: City of Toronto

Street Address:
Phone:
Fax:
Email:
Website: toronto.ca

General Description of Duties:
Reporting to the Deputy Secretary Treasurer Committee of Adjustment, the Application Technician will case-manage applications for Consent and Minor Variance through the entire Committee of Adjustment Process.

- Receives and examines applications for minor variance and consents, including architectural plans, for completeness and accuracy. Identifies problematic files. Consults with officials as necessary. Assists applicants through the application process and answers questions on Committee scheduling and procedures; provides general explanation of By-laws and/or refers to appropriate civic officials for interpretation. Determines acceptability of applications for processing. Responds to enquiries and makes recommendation to resolve issues.

- Drafts correspondence such as letters, e-mail, memoranda, briefing notes and statistical reports.

- Uses Geographic Information System (GIS) and maintains Committee database.

- May be required to conduct site inspections, photograph a site and surrounding area as required.

- Prepares and issues Notices of Hearing by referring to architectural plans, reviewing previous history, pertinent Zoning by-laws, including Site Specific By-laws, the Planning Act and other relevant statutory documentation. Coordinates discussions with the applicant, municipal staff, elected officials and external agencies as required.

- Liaises with the appropriate civic officials regarding zoning and planning matters. Assists and informs outside agencies, public officials, professional and the general public by providing information concerning policies and procedures respecting Committee of Adjustment matters.

- Provides information regarding zoning by-laws, the Planning Act and any other applicable by-law and/or Regulations as they pertain to matters before the Committee of Adjustment.
Skills and Experience Required:

Key Qualifications:

Your application must describe your qualifications as they relate to:

1. Post-secondary degree/diploma/certificate from Planning Technician, construction/architectural technology or Urban and Regional Planning related disciplines or any approved equivalent combination of education and experience.

2. Considerable experience in resolving public inquiries and concerns in a development approval environment.

3. Considerable experience reading and interpreting architectural plans and the ability to convey the contents of those plans both verbally and in writing.

4. Experience composing professional letters and technical reports.

5. Experience using a variety of computer software (e.g. Word, e-mail) and the ability to utilize other software packages related to the job.

You must also have:

• Familiarity with planning and building terminology.

• Well-developed written and verbal communication skills.

• Excellent customer service skills when dealing with the public, staff, developers and other City Divisions.

• Developed problem solving and conflict resolution skills.

• Ability to prioritize and work accurately and efficiently, working independently and as a part of a team, handling many documents/files simultaneously, while under strict time constraints to meet tight deadlines.

• Ability to handle assignments demanding critical judgment and analytical thinking.

• Applied knowledge of relevant sections of the Planning Act, the Official Plan, the Development Review Processes, and the City's Zoning By-Law.

• Ability to work overtime and evening hours, to attend Committee of Adjustment Hearings, as required.

• Knowledge of the Accessibility for Ontarians with Disabilities Act (AODA), the Occupational Health and Safety Act and other regulations/legislation that apply to the job duties.

How to Apply:
https://jobs.toronto.ca/jobsatcity/

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